

Staff Code of Conduct – Summary (Review annually)

This document is meant as a summary only.

Detailed information on processes and procedures can be found in the policy documents on

- Staff Code of Conduct
- Hiring and recruitment procedures
- Mandatory reporting

1. All staff must ensure the safety (physically, emotionally, psychologically and spiritually) of all children in our care.

2. Staff Code of conduct:

- a. Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of students and /or young people at our school.
- b. Behaviour management strategies employed by the staff must be fair, respectful and appropriate to the developmental age and stage of the students.
- c. Under no circumstances are our staff to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.
- d. Staff must adhere to role boundaries.
- e. Staff must never be alone, 1:1 with a student.
- f. Staff may not befriend students on social media. All electronic communication must be school related, done on the school network and /or made public in some other way.
- g. Students may not be photographed without permission or on private devices.
- h. Any physical contact with students must be appropriate to the delivery of our programs.

3. Recruitment and training procedures

- a. All advertised positions state that we adhere to child safe practices.
- b. During interview, specific questions regarding child protection practices are asked.
- c. Identity and references checked.
- d. All employees, volunteers and onsite contractors must have a current WWCC. Register to be kept.
- e. All staff undergo period reminders and training regarding code of conduct and child safe practices.

4. Child Abuse: mandatory reporting requirement and procedures

- a. Staff need to be familiar with the signs of child abuse and maltreatment.
- b. All staff have a mandate to report a belief, based on reasonable grounds in the course of their work, that child sexual abuse has occurred or is occurring.

This report must be made straight to [Child protective services](#) and the staff member DOES NOT have to go through the principal to make this report.

The Mandatory Reporting Service can also be contacted through the following ways:

Telephone: 1800 708 704

Email: mrs@dcp.wa.gov.au

Fax: 1800 610 614

Post: PO Box 8146

Perth BC, WA 6849

- c. If a staff member has formed a belief that a child is at imminent risk of being sexually abused they should consider calling the [police](#) first.

5. Consequences for Breaching Policy

- a. If a staff member fails to report, or acts in a way that is contrary to the staff code of conduct and child safe practices, warnings and /or sanctions will be incurred. It can result in the immediate dismissal of a staff member.
- b. In order to ensure child safe practices, it is incumbent on all staff members to report breaches of policy to the Principal or Senior Management Team.

6. Information for families:

- a. Families will have access to all policies relating to child safety, child protection, mandatory reporting and staff code of conduct.
- b. These will be made visible and available on our website.

7. Students will

- a. be educated about protective behaviours,
- b. know their rights and responsibilities,
- c. have clear / unfettered access to make a complaint or raise a concern